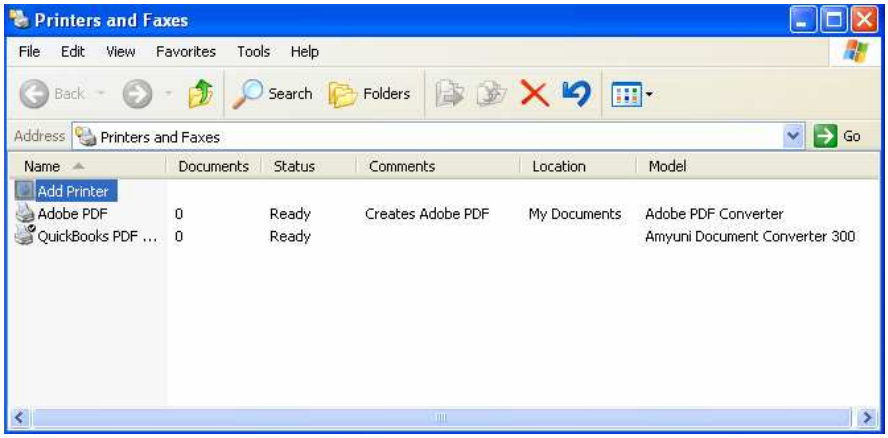
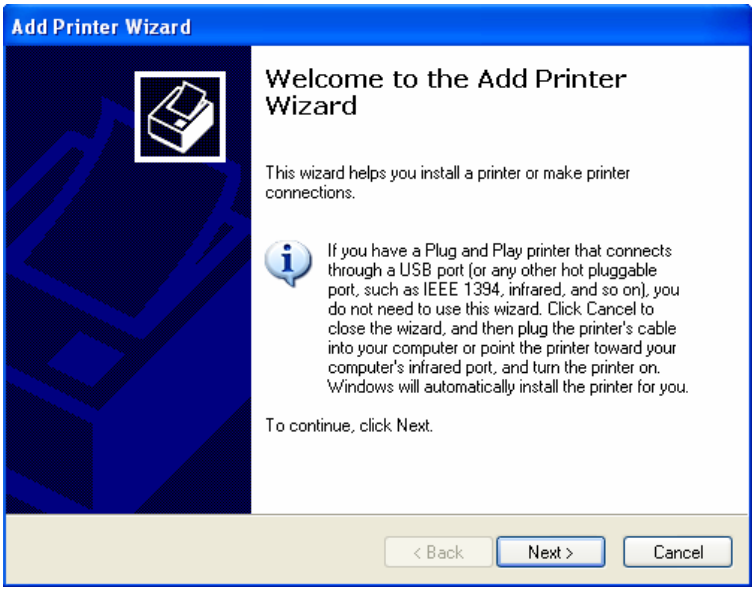
How to Install an Office Printer for Microsoft Windows

1. To install one of the office printers you need to have administrative privileges on your workstation, first click on the start button and then click on the Printers and Faxes menu icon.

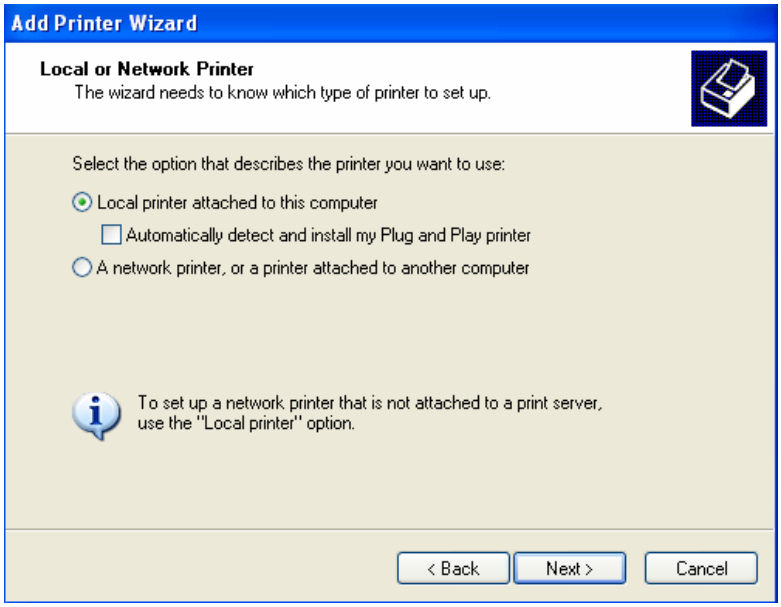
2. Next in the 'Printers and Faxes' window double click on the Add Printer icon.



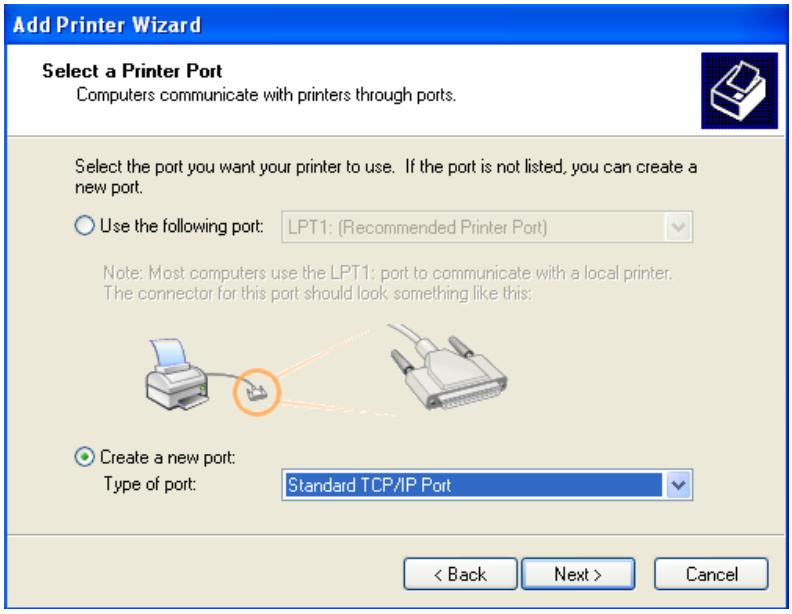
3. When the 'Add Printer Wizard' window opens click on the Next > button.


Add Printer Wizard
Welcome to the Add Printer Wizard
This wizard helps you install a printer or make printer connections.
If you have a Plug and Play printer that connects through a USB port (or any other hot pluggable port, such as IEEE 1394, infrared, and so on), you do not need to use this wizard. Click Cancel to close the wizard, and then plug the printer's cable into your computer or point the printer toward your computer's infrared port, and turn the printer on. Windows will automatically install the printer for you.
To continue, click Next.
< Back
Next >
Cancel

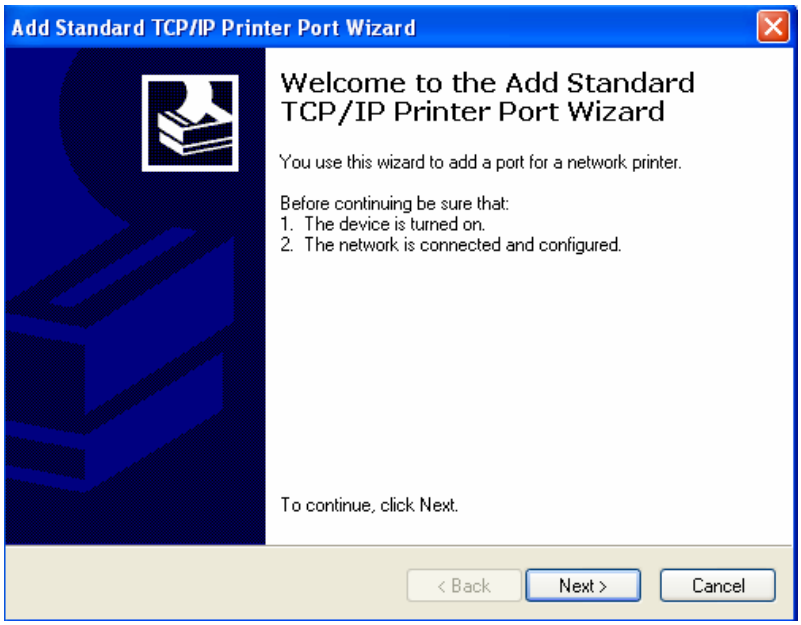
4. On the following screen select ‘Local printer attached to this computer’ and uncheck ‘Automatically detect and install my Plug and Play printer’ and click on the Next > button.


Add Printer Wizard
Local or Network Printer
The wizard needs to know which type of printer to set up.
Select the option that describes the printer you want to use:
Local printer attached to this computer
Automatically detect and install my Plug and Play printer
A network printer, or a printer attached to another computer
To set up a network printer that is not attached to a print server, use the "Local printer" option.
< Back
Next >
Cancel

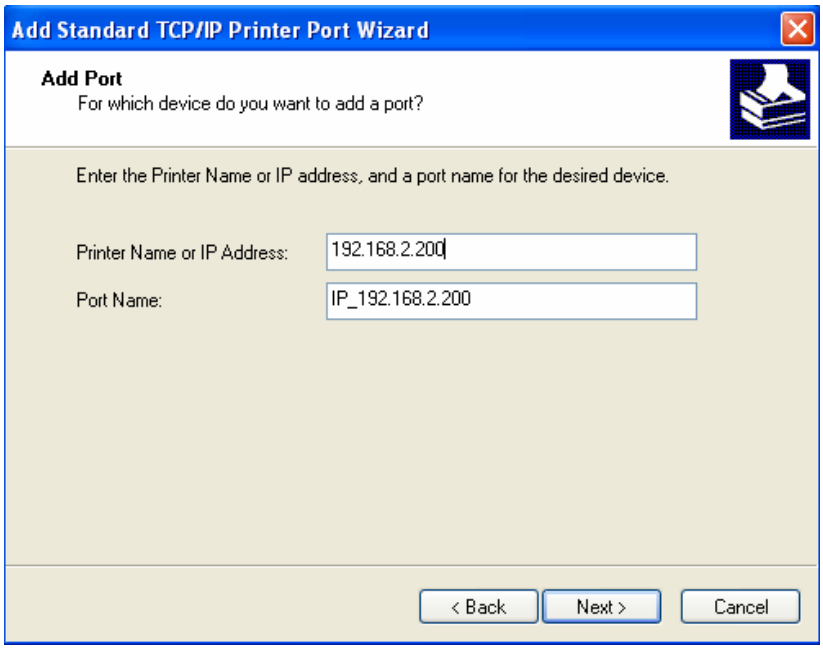
5. Next select ‘Create a new port:’ and ‘Standard TCP/IP Port’ from the drop down menu as shown and click on the Next > button.


Add Printer Wizard
Select a Printer Port
Computers communicate with printers through ports.
Select the port you want your printer to use. If the port is not listed, you can create a new port.
Use the following port:
LPT1: (Recommended Printer Port)
Note: Most computers use the LPT1: port to communicate with a local printer. The connector for this port should look something like this:
Create a new port:
Type of port:
Standard TCP/IP Port
< Back
Next >
Cancel

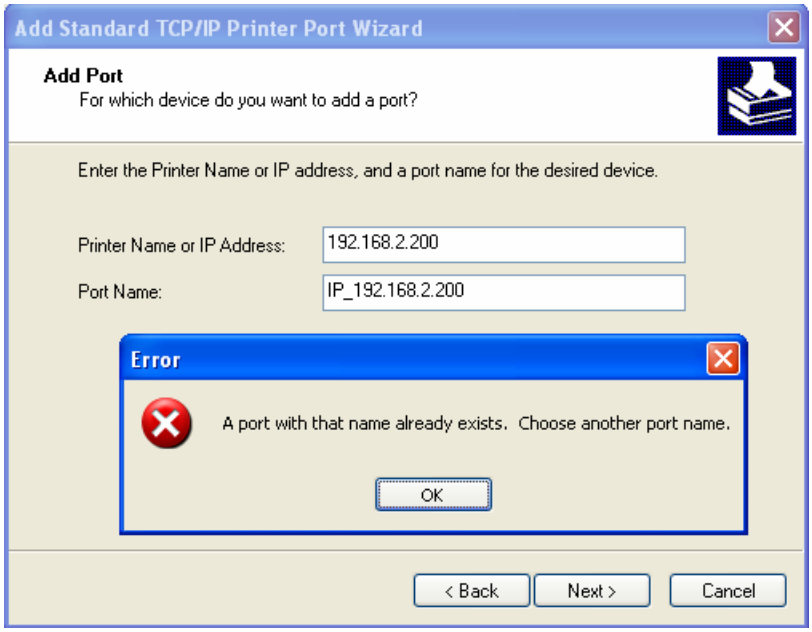
6. When the 'Add Standard TCP/IP Printer Port Wizard' window appears click on the Next > button.


Add Standard TCP/IP Printer Port Wizard
Welcome to the Add Standard TCP/IP Printer Port Wizard
You use this wizard to add a port for a network printer.
Before continuing be sure that:
1. The device is turned on.
2. The network is connected and configured.
To continue, click Next.
< Back
Next >
Cancel

7. The following form requests an IP address to associate with the new port. We currently have three shared network printers available in our suites which are listed below. Enter the IP of the selected printer in the 'Printer Name or IP Address:' text box and the wizard will attempt to generate a unique 'Port Name:', then click on the Next > button.
    a. Dell 3010cn, Color Laser Printer: 192.168.2.205
       Location: suite 505 adjacent to the kitchenette.
    b. Tektronix Phaser 740, Color Laser Printer: 192.168.2.201
       Location: center suite area
    c. HP 4000 Laser Jet, B&W Printer, w/duplexer: 192.168.2.200
       Location: center suite area

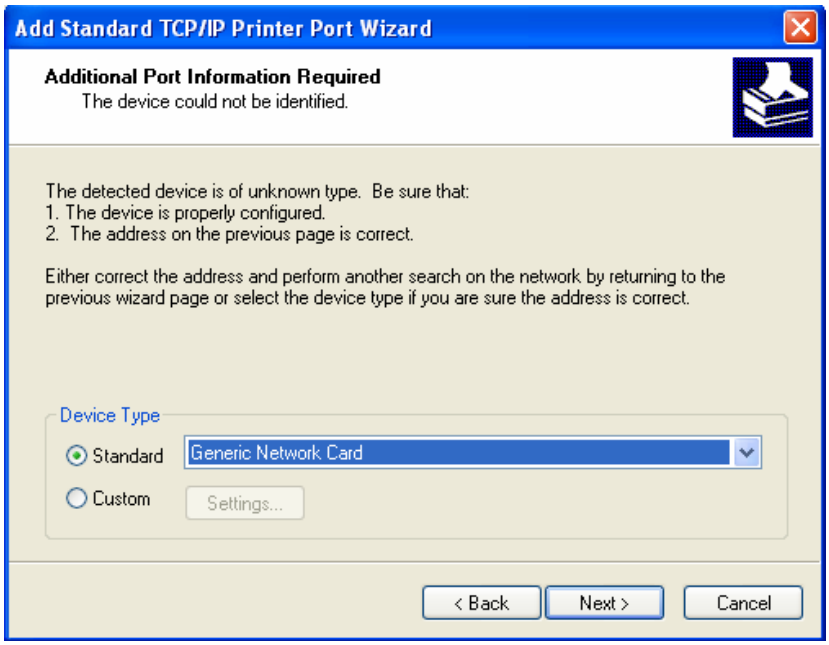

Add Standard TCP/IP Printer Port Wizard
Add Port
For which device do you want to add a port?
Enter the Printer Name or IP address, and a port name for the desired device.
Printer Name or IP Address:
192.168.2.200
Port Name:
IP_192.168.2.200
< Back
Next >
Cancel

8. If you receive the following Error message then a TCP/IP port by that name already exists. Click on the OK button and edit the 'Port Name:' field. The TCP/IP port name is an alias it just needs to be unique, after editing click on the Next > button. Note: if you wish to use the existing TCP/IP port click on the OK button and then on Cancel and select the port from the 'Use the following port:' option drop down list as diagramed in step 5.

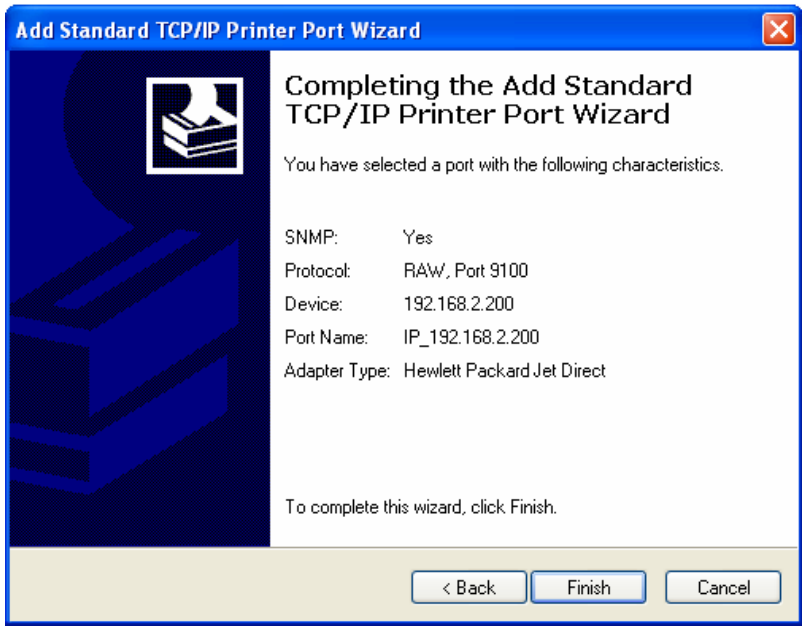

Add Standard TCP/IP Printer Port Wizard
Add Port
For which device do you want to add a port?
Enter the Printer Name or IP address, and a port name for the desired device.
Printer Name or IP Address:
192.168.2.200
Port Name:
IP_192.168.2.200
Error
A port with that name already exists. Choose another port name.
OK
< Back
Next >
Cancel

9. If SNMP 'Simple Network Management Protocol' isn't enabled for the printer's network interface you may see the following wizard screen. Stick with the 'Standard', 'Generic

Network Card' option if you aren't sure what network interface to select or consult with your system administrator.

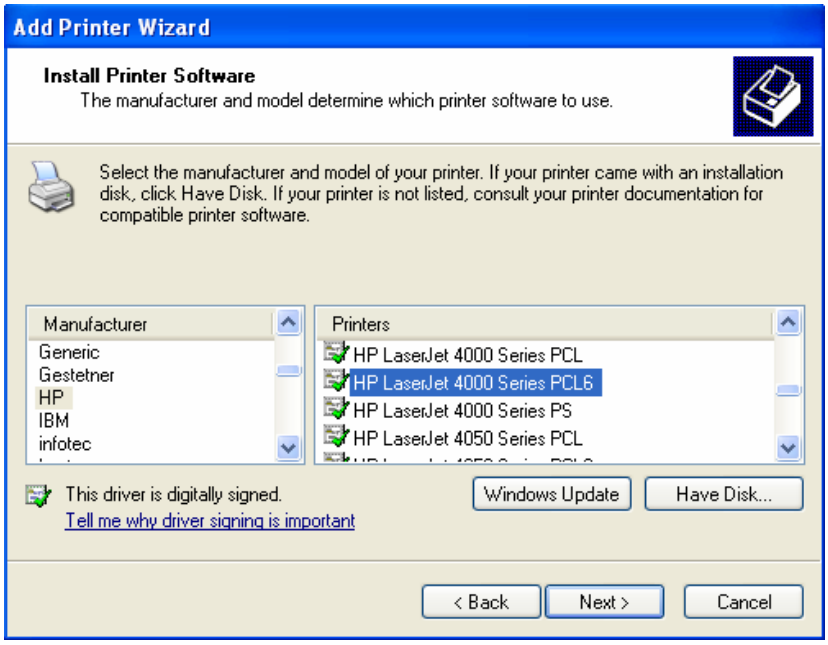

Add Standard TCP/IP Printer Port Wizard
Additional Port Information Required
The device could not be identified.
The detected device is of unknown type. Be sure that:
1. The device is properly configured.
2. The address on the previous page is correct.
Either correct the address and perform another search on the network by returning to the previous wizard page or select the device type if you are sure the address is correct.
Device Type
Standard
Generic Network Card
Custom
Settings...
< Back
Next >
Cancel

10. After successful configuration of the printer port click on the Finish button to save the changes and exit the Printer Port Wizard.

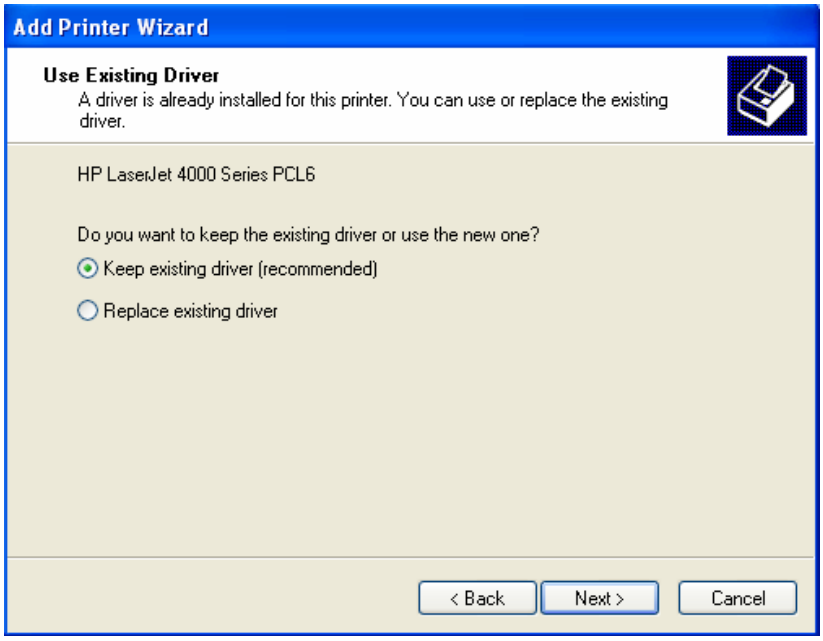

Add Standard TCP/IP Printer Port Wizard
Completing the Add Standard TCP/IP Printer Port Wizard
You have selected a port with the following characteristics.
SNMP: Yes
Protocol: RAW, Port 9100
Device: 192.168.2.200
Port Name: IP_192.168.2.200
Adapter Type: Hewlett Packard Jet Direct
To complete this wizard, click Finish.
< Back
Finish
Cancel

11. The next step in the printer installation process requires selecting a device driver. Drivers for both the HP LaserJet 4000 Series and Tektronix Phaser 740 printers are included with the Windows XP Pro operating system and later releases. Installation of the Dell printer drivers are covered in step 18. For the HP 4000 LaserJet printer select HP as the 'Manufacturer' and one of the 'HP LaserJet 4000 Series …' drivers for the 'Printers'

selection and click on the Next > button. Note: any of the drivers shown will work, PCL6 being the newer HP printer language, PS or PostScript is an older implementation. Select ‘Tektronix’ as the ‘Manufacturer’ and ‘Tektronix Phaser 740’ for ‘Printers’ when adding that printer and click on the Next > button.

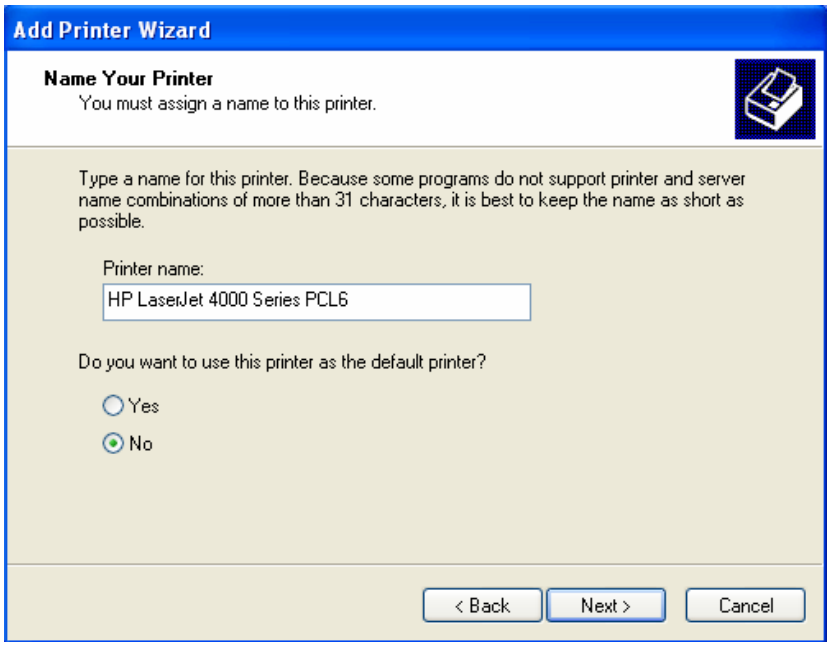

Add Printer Wizard
Install Printer Software
The manufacturer and model determine which printer software to use.
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.
Manufacturer
Generic
Gestetner
HP
IBM
infotec
Printers
HP LaserJet 4000 Series PCL
HP LaserJet 4000 Series PCL6
HP LaserJet 4000 Series PS
HP LaserJet 4050 Series PCL
This driver is digitally signed.
Tell me why driver signing is important
Windows Update
Have Disk...
< Back
Next >
Cancel

12. If you see the following screen then you already have a compatible printer driver installed. Either stick with the default selection or choose ‘Replace existing driver’ if you have any doubts about the driver’s validity and click on the Next > button.

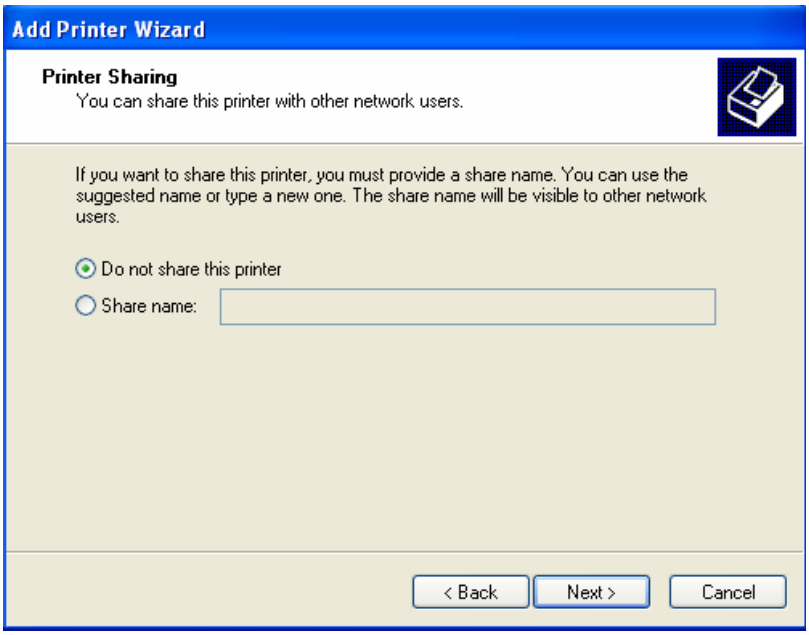

Add Printer Wizard
Use Existing Driver
A driver is already installed for this printer. You can use or replace the existing driver.
HP LaserJet 4000 Series PCL6
Do you want to keep the existing driver or use the new one?
Keep existing driver (recommended)
Replace existing driver
< Back
Next >
Cancel

13. The ‘Name Your Printer’ window asks for a ‘Printer Name:’ and whether or not to use this as your default printer. The suggested name is usually adequate but, if you have several

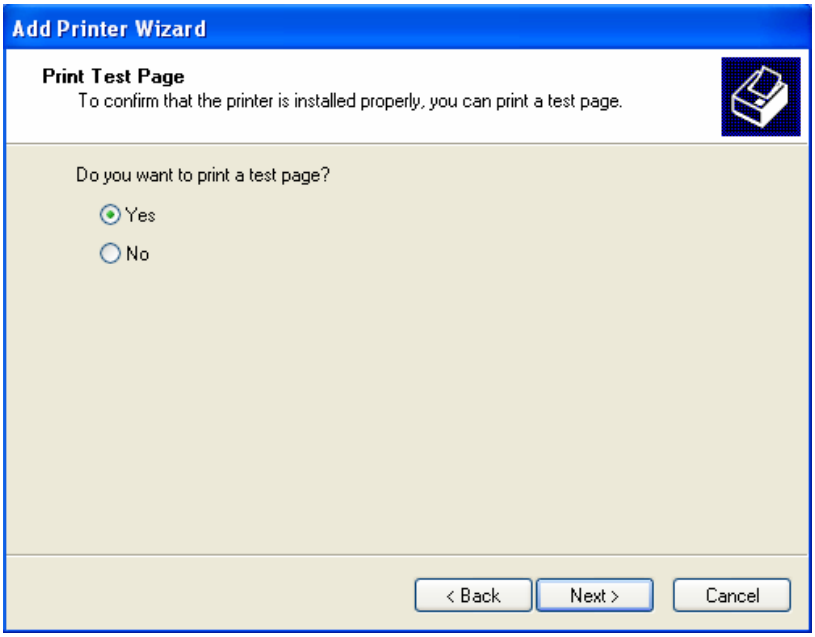
printers of the same type installed choose a more meaningful one. click on the Next > button to proceed. Note: The default printer is used when printing directly from applications by clicking on the print button.


Add Printer Wizard
Name Your Printer
You must assign a name to this printer.
Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.
Printer name:
HP LaserJet 4000 Series PCL6
Do you want to use this printer as the default printer?
Yes
No
< Back
Next >
Cancel

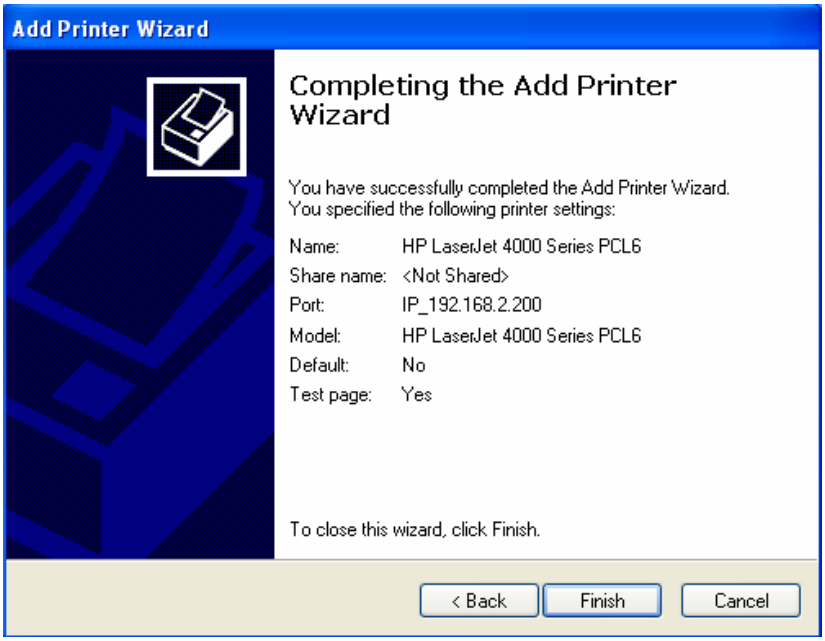
14. Make sure 'Do not share this printer' is selected on the following wizard screen and click on the Next > button.


Add Printer Wizard
Printer Sharing
You can share this printer with other network users.
If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.
Do not share this printer
Share name:
< Back
Next >
Cancel

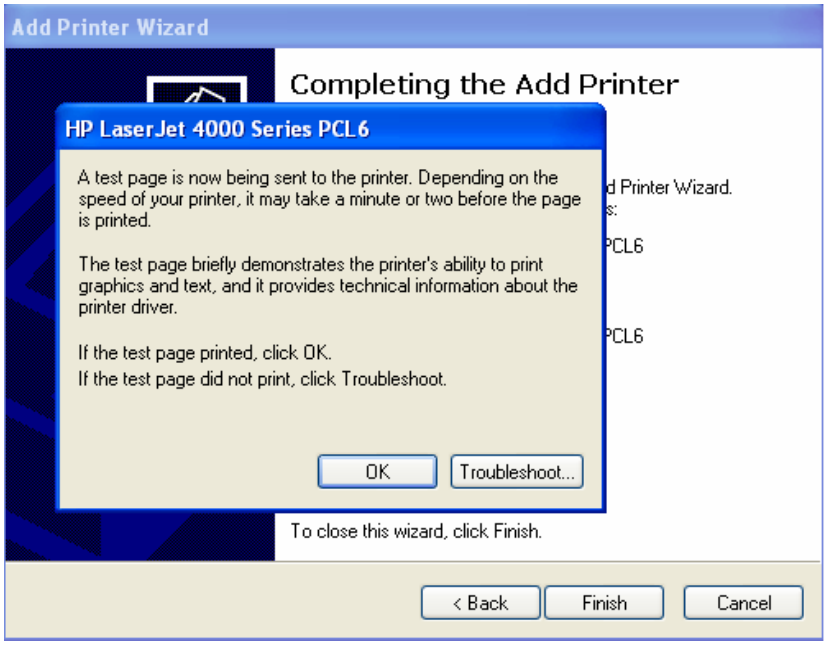
15. Next the wizard screen will confirm that you want to print a test page, it is recommended that you select 'Yes' to validate that you printer is installed correctly, click on the Next > to proceed.


Add Printer Wizard
Print Test Page
To confirm that the printer is installed properly, you can print a test page.
Do you want to print a test page?
Yes
No
< Back
Next >
Cancel

16. The next window completes the Add Printer Wizard process and provides the installation details, click on the Finish button to complete the installation.



17. If you selected 'Yes' to the recommended print test page option in step 15 then hopefully, your test page is currently being printed and you can click on the OK button to start using your new printer. If your test page did not print first verify that the printer is functioning properly and then click on the Troubleshoot... button to launch the problem wizard.

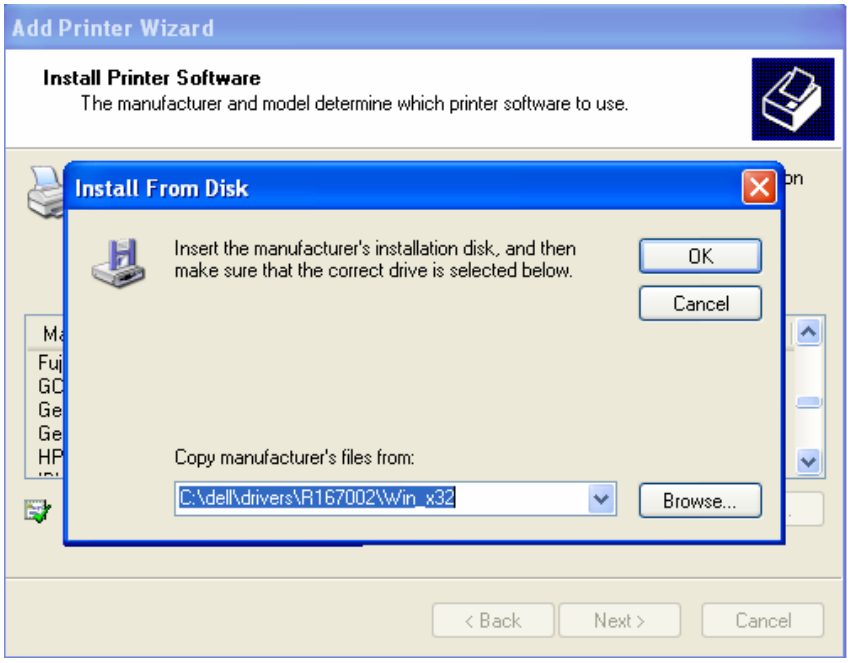

Add Printer Wizard
Completing the Add Printer
HP LaserJet 4000 Series PCL6
A test page is now being sent to the printer. Depending on the speed of your printer, it may take a minute or two before the page is printed.
The test page briefly demonstrates the printer's ability to print graphics and text, and it provides technical information about the printer driver.
If the test page printed, click OK.
If the test page did not print, click Troubleshoot.
OK
Troubleshoot...
d Printer Wizard.
PCL6
PCL6
To close this wizard, click Finish.
< Back
Finish
Cancel

18. To install the Dell Color Laser 3010cn printer download the driver from the web by clicking on the appropriate link for your operating system version and when prompted click on Run->Run->Continue->Ok->Yes->Ok to extract the drivers in C:\dell\drivers\R167002 for 32 bit OS' or C:\dell\drivers\R167003 for 64 bit OS' and click on the Have Disk... button. Note: most Windows systems are running a 32 bit OS, if you're not sure then please refer to this Microsoft Knowledge Base article: http://support.microsoft.com/kb/827218.

    Microsoft Windows w/32 bit OS:
    http://internal.enterprisecomponent.com/download/PrinterDrivers/Dell_3010cn/R167002.EXE

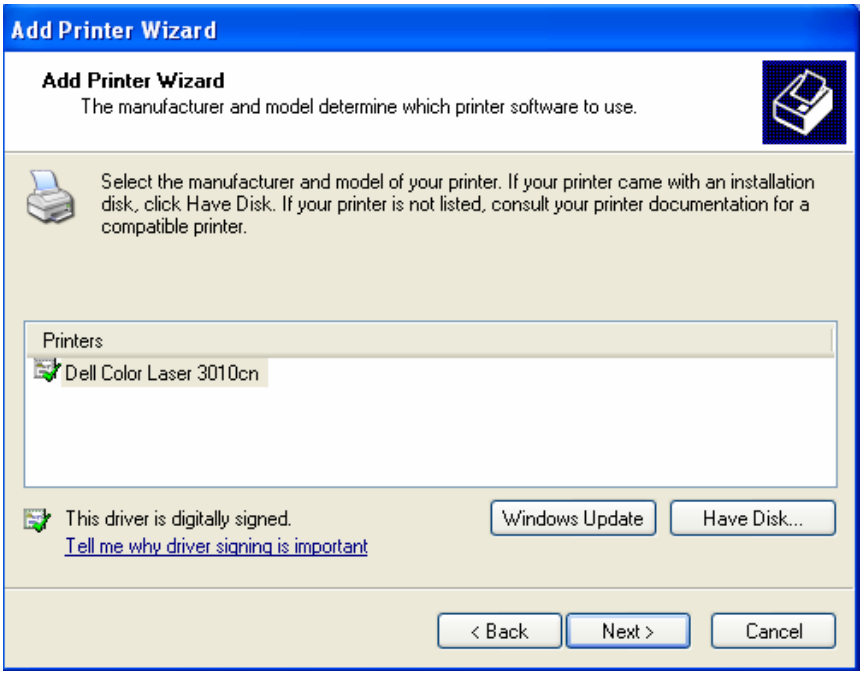
    Microsoft Windows w/64 bit OS:
    http://internal.enterprisecomponent.com/download/PrinterDrivers/Dell_3010cn/R167003.EXE

19. In the 'Copy manufacturer's files from:' drop down text box type or paste in the location as shown for the 32 bit drivers, 'C:\dell\drivers\R167002\Win_x32', or click on the Browse... button and navigate to where you extracted the drivers in the above step, for 64 bit OS' the default location is 'C:\dell\drivers\R167003\Win_x64', and click on the OK button.


Add Printer Wizard
Install Printer Software
The manufacturer and model determine which printer software to use.
Install From Disk
Insert the manufacturer's installation disk, and then make sure that the correct drive is selected below.
OK
Cancel
Copy manufacturer's files from:
C:\dell\drivers\R167002\Win_x32
Browse...
< Back
Next >
Cancel

20. Make sure that the Dell Color Laser 3010cn printer is selected and click on the

button, refer back to steps (12 – 17) if necessary to complete the printer installation process.


Add Printer Wizard
Add Printer Wizard
The manufacturer and model determine which printer software to use.
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.
Printers
Dell Color Laser 3010cn
This driver is digitally signed.
Tell me why driver signing is important
Windows Update
Have Disk...
< Back
Next >
Cancel